



Marketing Assistant

Announcement # D-01311

Salary: \$8.00 to \$12.00 per hour Series/Grade: NF 0303 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: MWR Marketing Department – Dahlgren, VA

OPENED: 9 February 2011

CLOSES: Open Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Flexible Position (0 – 40 hours per week)

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs>

Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306. Direct inquiries to: 301-342-3653.*

DUTIES AND RESPONSIBILITIES:

Assists in the administrative duties associated with planning, initiating, and implementing a comprehensive marketing program including public relations, advertising, research, and commercial sponsorship. Assists with the coordination of MWR publicity through newsletters, newspapers, Plans of the Day, brochures, posters, and other media sources. Prepares draft articles for newspapers and newsletters. Assists in researching and developing resources available to provide cost-effective and profitable programs, events, promotions and activities. Assists in the preparation of brochures, flyers, posters, videos, newsletters and other media sources. Ensures media distribution. Maintains calendar of command events to assist with coordination and promotion. Performs a variety of clerical assistant tasks. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS:

A minimum of one year clerical experience. Experience in marketing/advertising preferred. Ability to use computer-based programs such as Harvard Graphics, Word Perfect, survey tabulation, etc.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.